



California Public Employees' Retirement System  
Employer Management Account Division  
P.O. Box 942709, Sacramento, CA 94229-2709 | Fax: (916) 795-2237  
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | [www.calpers.ca.gov](http://www.calpers.ca.gov)

---

Recipient Name  
Street Address Line 1

CalPERS ID:0000000000

Click or tap to enter a date.

Dear Recipient Name,

This letter is regarding Member Name's ***Election Document for State Second Tier Retirement Formula***.

The member's election to be placed in the state Second Tier retirement formula Second Tier Formula for future state service has been approved and processed in myCalPERS effective Effective Date.

You are required to update the member's membership information in the Personnel Information Management System (PIMS) to reflect state Second Tier membership. Once corrected, the State Controller's Office (SCO) will adjust the member contributions.

If the request does not meet SCO's monthly deadline and First Tier member contributions are deducted after the election's effective date, you will be responsible for returning those contributions to the member.

For questions regarding how to report this information in PIMS, contact SCO directly for assistance.

We remain committed to assisting our members and employers in all matters within the scope of the statutory authority available to us. If you have any questions, visit our website at [www.calpers.ca.gov](http://www.calpers.ca.gov), or call us toll free at **888 CalPERS (888-225-7377)**.

Sincerely,

Member Elections Team  
Employer Account Management Division